



INDIANA DEPARTMENT  
OF ENVIRONMENTAL MANAGEMENT  
*OFFICE OF LAND QUALITY*

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2001 HAZARDOUS WASTE BIENNIAL REPORT  
FORMS AND INSTRUCTIONS

*NOVEMBER 2001*

## **DETERMINING WHICH REPORT TO FILE**

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### ***LARGE QUANTITY GENERATORS - HAZARDOUS WASTE BIENNIAL REPORT***

You are required to file the Hazardous Waste Biennial Report if, in any one month in 2001, your site met the definition of a RCRA Large Quantity Generator (LQG), and/or if the site treated, stored, or disposed of RCRA hazardous wastes on-site in units subject to RCRA permitting requirements during 2001.

### ***SMALL QUANTITY GENERATORS - ANNUAL MANIFEST SUMMARY REPORT***

If your facility acted as a RCRA Small Quantity Generator (SQG) in any one month in 2001 (but not as an LQG in any month) you are required to submit an Annual Manifest Summary report. This report summarizes the shipments of hazardous waste made during the report year.

### ***CONDITIONALLY EXEMPT GENERATORS OR UNREGULATED FACILITIES***

If you are were not a large quantity generator, a small quantity generator, or a treatment, storage, or disposal facility at any time in 2001, you are not required to submit a report.

**HOWEVER** If you received a reminder notice of your reporting responsibilities, it means that the OLQ database lists your facility as either an LQG, an SQG, or a TSD. This means we will be expecting either the Biennial or Annual report from you. Even if you are not required to file either report, you **MUST** respond to our notice by returning the "*Hazardous Waste Handler Identification Form*" and indicating your correct generator status for both the reporting year and the current year so that we may update our records.

- ▶ *Report forms and instruction for the Hazardous Waste Biennial Report and the Annual Manifest Summary reports can be found on the IDEM website at [www.in.gov/idem/land](http://www.in.gov/idem/land), Data sources, Hazardous waste.*
- ▶ *Definitions of Large and Small Quantity generators can be found in the appendices.*

# HAZARDOUS WASTE BIENNIAL REPORT

## TABLE OF CONTENTS

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<b>DETERMINING WHICH REPORT TO FILE .....</b>	<b>Inside front cover</b>
Authority.....	3
Purpose of the 2001 Hazardous Waste Report.....	3
When to file.....	4
Extension of Due Date .....	4
Where to file .....	4
Assistance .....	4
Waste to be reported .....	5
State regulated waste.....	5
Forms to be submitted.....	6
Changes to the 2001 Report .....	7
Documents Helpful in Filling Out the Forms.....	8
Page numbering .....	8
Right justification of quantities .....	8
Comment section .....	8
Photocopies of forms .....	9
Confidential business information .....	9
Electronic reporting.....	9
PCB's, Asbestos, Waste Oils .....	10
Lab Packs .....	10
Groundwater Contaminated by Leachate .....	11
RCRA Radioactive Mixed Wastes.....	11
Waste Received from CESQGs .....	11
Waste Received from or Shipped to Foreign Countries.....	12
Waste Bulked by Transporters.....	12
Universal Wastes.....	12
 FORM ID: Handler Identification.....	 13
FORM GM: Waste generation and management .....	19
FORM WR: Waste received .....	27
FORM OI: Off-site identification .....	29
FORM WM: Waste Minimization .....	31
	Appendix page
APPENDIX A: Excluded Waste .....	1
APPENDIX B: Definitions .....	7
APPENDIX C: EPA Hazardous Waste Codes.....	17
APPENDIX D: Source Codes .....	33
APPENDIX E: Form Codes .....	34
APPENDIX F: Management method codes .....	35
APPENDIX G: Hazardous Waste Handler Definitions .....	37
APPENDIX H: NAICS Codes .....	39
APPENDIX I: Transfer Facility Guidance .....	57
APPENDIX J: Used Oil Rule Guidance.....	59
APPENDIX K: Universal Waste Rule Guidance.....	63

## EXAMPLES OF COMPLETED 2001

**HAZARDOUS WASTE BIENNIAL REPORT FORMS** .....Examples page 1

**2001 HAZARDOUS WASTE REPORT FORMS**.....Back of booklet

**2001 FORM SUBMITTAL CHECKLIST** .....Inside back cover

## 2001 HAZARDOUS HANDLER IDENTIFICATION FORM

- ♦ In the packet mailed out to handlers in November 2001, we enclosed the Hazardous Waste Handler Identification form. This is a form that displays the site specific identification information about your facility that is currently in the IDEM records.
- ♦ The Handler ID form must be submitted with the Biennial or Annual report.
- ♦ If you did not receive a Handler ID form, you should contact Office of Land Quality staff and request that one be sent to you.

Marilyn Hansen	<a href="mailto:mjhansen@dem.state.in.us">mjhansen@dem.state.in.us</a>	317-232-7956
Tauna Earl	<a href="mailto:tearl@dem.state.in.us">tearl@dem.state.in.us</a>	317-233-2772
Jenny Ranck Dooley	<a href="mailto:jrdoolley@dem.state.in.us">jrdoolley@dem.state.in.us</a>	317-232-8925
Michelle Weddle	<a href="mailto:mweddle@dem.state.in.us">mweddle@dem.state.in.us</a>	317-233-4624
Heather Draschill	<a href="mailto:hdraschi@dem.state.in.us">hdraschi@dem.state.in.us</a>	317-232-1234

## **AUTHORITY**

Your site may be required to file this report under the Resource Conservation and Recovery Act (RCRA) of 1976. The authorizing legislation for the Hazardous Waste Report is contained in Sections 3002 and 3004 of the Resource Conservation and Recovery Act of 1976, as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA). Section 3002 requires hazardous waste generators to report to EPA or authorized States, at least every two years, the quantities, nature, and disposition of generated hazardous waste and the efforts taken to reduce the volume and toxicity of hazardous waste in comparison to previous years. Under the authority of Section 3004, EPA has extended the reporting requirements to treatment, storage, and disposal facilities for the wastes they receive.

Indiana Rules 329 IAC 3.1-7-14, 329 IAC 3.1-9-1, and 329 IAC 3.1-10-1 adopt the federal rules.

## **PURPOSE OF THE HAZARDOUS WASTE BIENNIAL REPORT**

The Indiana Department of Environmental Management's (IDEM) mission to protect human health and the environment includes the responsibility to effectively manage Indiana's hazardous waste. As part of this task, IDEM collects and maintains information about the generation, management, and final disposition of hazardous waste regulated by the Resource Conservation and Recovery Act (RCRA).

IDEM has prepared this booklet for large quantity generators and treatment, storage, and disposal facilities to report their hazardous waste activities. The information collected will be used to:

- ◆ Provide IDEM with an understanding of hazardous waste generation, shipment, and management activities in Indiana;
- ◆ Help IDEM measure the quality of the environment by monitoring industry compliance with the regulations and evaluating waste minimization efforts taken by industry; and
- ◆ Communicate the findings to the public, through the National RCRA Hazardous Waste Report and through reports generated and distributed to respond to specific needs.

The data you provide will be entered into an IDEM database. After review to ensure the quality of the data, it will be passed on to the U.S. EPA and a national database will be assembled. The more complete and accurate the data, the better everyone's overall understanding of this dynamic and diverse industry. Better understanding will contribute to better overall decisions and more efficient and effective programs to protect our environment. Your efforts in carefully filling out the required forms are greatly appreciated.

## **WHEN TO FILE**

The 2001 Hazardous Waste Biennial Report is due by March 1, 2002.

## **EXTENSION OF DUE DATE**

An extension until April 1, 2002 may be granted upon request. You should specify the reason for requesting the extension. Please fax or e-mail your request to Jenny Ranck Dooley.

## **WHERE TO FILE**

Send completed forms to:

Facilities Data Analysis Section  
Office of Land Quality  
Indiana Department of Environmental Management  
100 N. Senate Avenue  
P.O. Box 6015  
Indianapolis, Indiana 46206-6015 ( 46204 for overnight delivery)

## **ASSISTANCE**

EPA RCRA, SUPERFUND & EPCRA HOTLINE

1-800-424-9346  
Monday -Friday 9:00 am- 6:00 pm EST

OFFICE OF LAND QUALITY STAFF

Jenny Ranck Dooley	317-232-8925	jrdooley@dem.state.in.us
Marilyn Hansen	317-232-7956	mjhansen@dem.state.in.us
Michelle Weddle	317-233-4624	mweddle@dem.state.in.us
Heather Draschill	317-232-1234	hdraschil@dem.state.in.us
OLQ fax	317-234-0428	

## **WASTE TO BE REPORTED**

A site required to file the Hazardous Waste Biennial Report must submit a Form GM for all hazardous waste that was used to determine the site's generator status. Hazardous waste must be reported if it was:

- ♦ Generated and accumulated on site and subsequently managed on site or shipped off site in 2001; or
- ♦ Generated and accumulated on site in 2001 but not managed or shipped off site until after 2001; or
- ♦ Generated and accumulated on site prior to 2001, but either managed on site or shipped off site in 2001; or
- ♦ Imported from a foreign country in 2001.
- ♦ Received from off site and managed on site.

### **EXAMPLES OF RCRA HAZARDOUS WASTE TO BE REPORTED INCLUDE THOSE THAT WERE:**

- ♦ Generated on site from a production process, service activity, or routine cleanup;
- ♦ Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity;
- ♦ Shipped off site, including hazardous waste that was received from off site (reported on the WR form) and subsequently shipped off site without being treated or recycled on site;
- ♦ Removed from on site storage;
- ♦ Derived from the management of non-hazardous waste;
- ♦ Derived from the on site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual); or
- ♦ Radioactive wastes mixed with RCRA hazardous waste

***NOTE:** DO NOT report hazardous waste shipped directly to a foreign country.*

## **STATE REGULATED WASTES**

Indiana DOES NOT regulate any waste beyond what is federally regulated.

## **FORMS TO BE SUBMITTED**

### **FORM ID - HANDLER IDENTIFICATION FORM**

This pre-printed form contains the identification information for hazardous waste handlers which is currently recorded in IDEM's records. All sites required to file the Hazardous Waste Biennial Report must submit the Handler ID form. Sites should review the information on this form for completeness and accuracy, make any necessary changes, and return the form with the report. If you are reporting electronically, the ID form must still be sent in hard copy.

***Note:** A customized Handler ID form was sent to generators in November 2001. If you did not receive one, you may request one from the staff listed on page 4 of these instructions.*

### **FORM GM – GENERATION AND MANAGEMENT**

A GM form must be submitted for every RCRA hazardous waste stream generated, shipped off-site, or treated on-site during the report year.

### **FORM WR – WASTE RECEIVED**

A WR form must be submitted for every RCRA hazardous waste stream received from off-site.

### **FORM OI – OFF SITE IDENTIFICATION**

This form collects name and address information for off-site generators, transporters, and TSDs. Indiana requires that this form be submitted by all reporters.

### **FORM WM – WASTE MINIMIZATION**

This form collects information on activities conducted to minimize waste.

### **FORM GW – GROUNDWATER MONITORING**

Owners/operators of facilities subject to the groundwater monitoring requirements are required by 40 CFR 265.75 to submit the monitoring data required under 40 CFR 265.94(a) (2) (ii) and (b) (2) with their Biennial Report.

### **FORM CC – CLOSURE COSTS**

Treatment, Storage, and Disposal Facilities (TSDs) must submit closure and post closure cost estimates.



## **CHANGES TO THE 2001 HAZARDOUS WASTE BIENNIAL REPORT**

Significant changes have been made to the Hazardous Waste Biennial Report for 2001. These changes have been made based on a lengthy study of the information needs of the EPA and state hazardous waste programs. These changes are meant to improve the consistency, accuracy, and reliability of the data, while slightly reducing sites' reporting burden. These modifications are:

- ♦ The Identification and Certification Form (Form IC) and the Handler Update form have been replaced with one form: the Handler Identification Form. In the past the IC form was submitted with the report. The Handler Update form was submitted if there were changes to the identification information or if the handler determined they were not required to submit the report. The Handler ID form will now be submitted with each report. If a handler determines that they are not required to file a report, but have received a reminder packet, they must submit their Handler ID form to document their correct handler status for the report year.

***Note:** A customized Handler ID form was sent to generators in November 2001. If you did not receive one, you may request one from the staff listed on page 4 of these instructions.*

- ♦ Sites need only report those hazardous waste streams that were included in determining their generator status. This includes wastes that are generated, accumulated, and subsequently managed on site or shipped off site. TSDFs should report hazardous waste received from off site, the management of the hazardous waste while on site, and any shipments of hazardous waste off site.
- ♦ Sites should not report their hazardous waste exports (to another country). Primary exporters are already required to submit an Annual Report for their hazardous waste exports under 40 CFR 262.56.
- ♦ Importers of hazardous waste must submit a Form GM and use the appropriate code to identify that the waste was imported from a foreign country.
- ♦ The point of measurement, origin code, standard industrial classification code (SIC), and the off-site availability data elements have been removed from the report. The NAICS code will replace the SIC code and will be displayed on the Handler ID form.
- ♦ The source codes have been consolidated, regrouped, and merged with the origin codes. Origin codes have been eliminated altogether. This new coding scheme reduces the number of codes from 60 to 30 and the number of code groups from seven to six.
- ♦ The form codes have been revised and streamlined. The new coding scheme reduces the number of form codes from 89 to 47 with seven high level code groups.
- ♦ The system type codes have been replaced with management method codes. This new scheme reduces the number of codes from 65 to 28 and the high level groups from 14 to 4. It also eliminates overlap with form codes.

## **DOCUMENTS HELPFUL IN FILLING OUT THESE FORMS**

In preparing the Hazardous Waste Biennial Report, you will need to consult your records on the quantities and types of hazardous waste generated. Some records that might be helpful are listed below.

- ♦ Hazardous Waste Manifest forms;
- ♦ Hazardous Waste report forms from previous years;
- ♦ Records of quantities of hazardous waste generated or accumulated on site;
- ♦ Results of laboratory analysis of your wastes;
- ♦ Contracts or agreements with off-site facilities managing your wastes; and
- ♦ Copies of permits for on-site waste management systems.

## **PAGE NUMBERING**

Each form type (ID, GM, WR, OI, and WM) should be numbered separately. The individual page number and the total number of pages for that form type should appear at the bottom of each page. For example, if there are 5 GM forms, they should be numbered page 1 of 5, page 2 of 5, etc. If it is necessary to continue information onto another page, make additional copies of the form and number the additional pages with the same page number as the first page, followed by a letter (e.g. page 27a, 27b, etc.). When continuing information on a supplemental page, enter only the information that is being continued.

## **RIGHT JUSTIFICATION OF QUANTITIES**

Right justify all quantities reported on the forms. For example, enter a quantity of 29,599.5 tons as follows:

|\_|\_|\_|\_|\_|\_|\_|2\_|9\_|5\_|9\_|9\_|.|\_|5\_|

## **COMMENT SECTION**

Use the Comments section at the bottom of the forms to clarify or continue any entry. Refer to the comment by entering the letter of the box. For example, if a waste had seven (7) RCRA waste codes, enter the first five (5) in Box B of Form GM. Enter the last two waste codes in the Comments with a notation of "Box B: D001, D002".

## **PHOTOCOPIES OF FORMS**

A single copy of each form is included in this booklet. Photocopy as many forms as are needed to complete the report. Make copies after you have entered the site name and RCRA Identification Number, but before you enter information on the form. After you have finished, photocopy the entire report for your records and send the original to IDEM.

## **CONFIDENTIAL BUSINESS INFORMATION**

You may not withhold information from the Commissioner because it is confidential. However, when the Commissioner is requested to consider information confidential, it must be treated according to regulations contained in 329 IAC Rule 3. These regulations provide that a business may, if it desires, assert a claim of business confidentiality covering all or part of the information furnished to IDEM. Section 3.1-3-3 explains how to assert a claim. IDEM will treat information covered by such a claim in accordance with the procedures set forth in Rule 3. If someone requests release of information covered by a claim of confidentiality or if IDEM otherwise decides to make a determination as to whether such information is entitled to confidential treatment, IDEM will notify the business. If the business does not claim confidentiality when it furnishes the information, IDEM may make the information available to the public without notice to the business.

## **ELECTRONIC REPORTING**

### **PC SOFTWARE**

Options for electronic submittal of the Biennial report using PC based software have not been finalized as of the date of the printing of these instructions. When a method has been finalized instructions will be posted on our web site: [www.in.gov/idem/land](http://www.in.gov/idem/land); data sources, hazardous waste. Or you may contact any of the staff listed in the instructions.

### **STANDARD FLAT FILES**

Please contact Jenny Ranck Dooley for a copy of the standards for the submittal of flat files.

**NOTE:** *If you report electronically, you must still send a hard copy of the Handler ID form with an original signature. Forms WM and CC must also be sent in hard copy.*

## **PCBs and ASBESTOS**

Indiana does not require that these wastes be report unless:

- ♦ A listed RCRA hazardous waste (i.e. EPA hazardous waste code that begins with F,K, P, or U) is mixed with the asbestos or PCBs, in which case the entire mixture is a hazardous waste or;
- ♦ The waste possesses one or more of the characteristics that result in assigning an EPA hazardous waste code beginning with D.

## **USED OIL**

- ♦ Oil which meets the definition of used oil and is destined for recycling rather than disposal is manageable under 329 IAC 13 (and 40 CFR 279) and should not be reported on the Hazardous Waste Biennial Report.
- ♦ Used oil that exhibits hazardous characteristics and is intended for recycling is regulated under the Used Oil rule and does not need to be reported on the Hazardous Waste Biennial report.
- ♦ **HOWEVER** if used oil is mixed with a RCRA regulated listed or characteristic hazardous waste, the entire mixture is regulated and must be reported on the Biennial Report.
- ♦ Processors and re-refiners of Used Oil are required to submit a report every other year describing their used oil activities. A separate report form will be sent to facilities listed as used oil processors and re-refiners in the OLQ database.

See the appendix entitled “Complying with Indiana’s Used Oil Rule 329 IAC 13” for further information.

## **LAB PACKS**

- (1) You may aggregate lab pack wastes if they have the same form code. However, you must report them as separate wastes under the following conditions:
  - ♦ If they contain RCRA acute hazardous wastes (i.e., EPA hazardous waste codes F020, F021, F022, F023, F026, F027, and all ‘P’ waste codes). Report separately from lab packs containing other RCRA hazardous wastes (all other EPA hazardous waste codes).
  - ♦ If they are managed differently from each other. For example, report lab packs shipped to landfills separately from those incinerated.

- (2) Enter a form code indicating lab packs (i.e., W001 or W004). Form codes are to be used with any lab pack, whether the wastes are gaseous, liquid, solid, or sludge.
- (3) It is NOT necessary to report every EPA hazardous waste code included in a batch of lab packs. Record one, or a few predominant, EPA hazardous waste codes in Box B of Form GM or Form WR. If there are many EPA hazardous waste codes associated with the batch of lab packs, enter 'LABP' as the waste code.
- (4) When reporting quantities for lab packs:
- ♦ Include the weight of the containers if they are disposed (e.g., landfilled) or treated (e.g., incinerated) with the waste.
  - ♦ Exclude the weight of the containers if the waste is removed from the containers before treatment or disposal.

### **GROUNDWATER CONTAMINATED BY LEACHATE**

Groundwater contaminated by RCRA hazardous waste leachate is not considered a solid waste and is therefore not classified as a hazardous waste. However, because hazardous waste is 'contained in' the groundwater, it must be treated 'as if' it were a RCRA hazardous waste. When reporting groundwater contaminated by leachate, observe the following conventions:

- ♦ Do not report generation quantities for contaminated groundwater. Enter 'NA' on Form GM, Box F. Explain in the Comments section that it is groundwater, not a hazardous waste, that was generated on site.
- ♦ Do report quantities managed on site, quantities shipped off site for management; and quantities received from off site and managed on site.

### **RCRA-RADIOACTIVE MIXED WASTES**

By themselves, source material, special nuclear material, or by-product materials (See Definitions in the appendices, as defined by the Atomic Energy Act of 1954 and amended by 42 U.S.C. 2011 et. seq., are not classified as hazardous wastes under RCRA. However, if these materials are mixed with a RCRA hazardous waste, the material is controlled under RCRA regulation, as well as under the Atomic Energy Act (DOE, NRC, and EPA) regulations, and should be reported.

## **WASTES RECEIVED FROM CONDITIONALLY EXEMPT SMALL QUANTITY GENERATORS (CESQGs)**

Waste management facilities sometimes receive hazardous wastes from large numbers of Conditionally Exempt Small Quantity Generators (CESQGs) or other sites that do not have RCRA Identification Numbers. To minimize the response burden for filling out the WR form for these wastes, you may aggregate the wastes across generating sites, in accordance with the following guidelines:

- ♦ All the wastes must have the same EPA hazardous waste code, form code, RCRA-radioactive mixed code, and management method code.
- ♦ Wastes received from different States must be reported separately. For the off-site handler RCRA ID number, the entry should include the two letter postal code of the originating State, followed by the letters 'CESQG'. For example, wastes received from several CESQGs in the State of Alaska (AK) that share a common EPA hazardous waste code, form code, RCRA-radioactive mixed code, and management method code could be aggregated in a single waste block of Form WR (e.g., Waste 1). The off-site handler RCRA ID number would be entered as 'AKCESQG'.

## **WASTE RECEIVED FROM OR SHIPPED TO FOREIGN COUNTRIES**

Report all wastes received by your facility from a foreign site that were managed on site on Form WR. Use the code 'FC' for foreign country followed by the name of the country in the space for the RCRA ID number. List the name and address of all foreign generators on Form OI.

## **WASTE BULKED BY TRANSPORTERS**

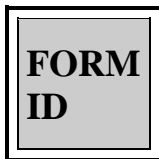
When a TSD receives waste from a transporter that has bulked the waste, the WR forms should report the individual generators from which the waste was received.

*NOTE: DO NOT LIST THE TRANSPORTER AS THE GENERATOR.*

## **UNIVERSAL WASTES**

A facility that receives universal waste and treats it or disposes of it must report the universal waste they treat and dispose of. If a TSD accumulates universal waste, but does NOT treat or dispose of it, they do not have to report it.

Other types of universal waste handlers do not have to report that waste.



## HANDLER IDENTIFICATION FORM INSTRUCTIONS

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The Handler ID form is distributed by OLQ with the Annual Manifest report and the Hazardous Waste Biennial report. It can also be sent to a handler upon request. In the future it will be made available on the IDEM web site.

The preprinted information on this form is the information currently on file for your facility. This information was obtained from the Notification of Regulated Waste Activity form (8700-12) or from other documentation received by OLQ. The Handler ID form must be submitted with the Hazardous Waste Biennial report. Corrections should be made in the blank lines provided. Do not mark out any preprinted information.

***Note:** A customized Handler ID form was sent to generators with their reporting reminder packet in November 2001. If you did not receive one, you may request one from the staff listed on page 4 of these instructions.*

### **COUNTY**

The county in which the facility is physically located.

### **RCRA ID NUMBER**

This is the number assigned to your facility to conduct hazardous waste activity.

### **INSTALLATION NAME**

If the name of the company has changed, write the new name in the blank. Do not mark out the printed name. If the name change is due to a change in ownership, be sure to fill in the new owner information in the space provided. The RCRA ID number will be transferred to the new owner after we receive this form.

### **LOCATION ADDRESS**

This is the address for the physical location of the site where the hazardous waste is being generated or managed. If this has changed due to an address change by the post office, please mark the appropriate blank.

**WARNING!** *The RCRA ID number is site specific. If your company has moved you may no longer use your old ID number.* A new ID number is required for the new location. We will send your new number within 10 working days after receipt of this form.

### **MAILING ADDRESS**

The address to which correspondence regarding hazardous waste activities should be sent.

### **CONTACT**

The person who should be contacted regarding hazardous waste activities at this location.

### **OWNER**

The name and address of the location's legal owner. If the land owner is different than the business owner, please make a note of this in the comment section on page 2. If there has been a change in ownership, the ID number will be registered with the new owner, but the number will remain the same. Please fill in the date the ownership changed. Confirmation of the change will be sent to the new owner.

### **LAND TYPE / OWNER TYPE**

Using the codes listed, indicate the code which best describes the current legal status of the land on which the installation is located and the legal status of the current owner of the installation.

P = Private	C = County	I = Indian
F = Federal	M = Municipal	
S = State	D = District	

### **CONTACT FOR QUESTIONS ON ANNUAL/BIENNIAL REPORT**

Use this space to record the name, title and phone number of the person who should be contacted regarding questions on the report. If the contact is the same as the facility contact, this item can be left blank.

### **CERTIFICATION**

The owner, operator, or an authorized representative of your installation **must** sign and date this form.



## **HAZARDOUS WASTE ACTIVITY**

### ***OLQ RECORDS***

This column lists the activities currently recorded in OLQ's records for this location.

### ***CURRENT STATUS***

Place an X next to the category which describes the hazardous waste activities your facility is currently engaging in. Definitions of hazardous waste activities can be found in the appendix.

### ***PREVIOUS (REPORT) YEAR STATUS***

You should fill out this column if you are submitting the Handler ID form with the Hazardous Waste Biennial Report or the Annual Manifest Report. Mark the categories that describe the hazardous waste activities your facility conducted during the reporting year. If you operated as an LQG in ANY ONE MONTH, you are considered an LQG for the entire year for reporting purposes. If you operated as a SQG in ANY ONE MONTH (and you were not an LQG in any one month), you are considered a SQG for the entire year for reporting purposes.

### ***GENERATOR***

This row designates the hazardous waste generator status of your company. Definitions of the Hazardous Waste Handler categories can be found in the appendix. Federal regulations for generators are found in 40 CFR 262 and state regulations are in 329 IAC 3.1 rule 7.

*Non-handler / Out of business* If you mark either of these categories, we will deactivate your ID number. You may not use the number for manifesting hazardous waste again until you have sent an EPA form 8700-12, "Notification of Regulated Waste Activity" or the Handler ID form to IDEM and have received confirmation that your number has been reactivated.

### ***TREATMENT, STORAGE, DISPOSAL FACILITY***

An X means your facility is listed as a treatment, storage, or disposal facility with interim status or a permit. It includes handlers who are inactive, but who have not yet completed RCRA closure. If you are an inactive TSD and are undergoing a RCRA closure you will remain in our records as a TSD until you complete closure. If you have completed a RCRA closure and have received a certification letter from the Office of Land Quality Permit Section please mark the 'Completed RCRA closure' option. If your facility conducts post closure activities, please mark the post closure option. Federal regulations for TSD's are in 40 CFR 264, 265, and 266. State regulations are in 329 IAC 3.1 rules 9, 10, and 11.

## ***TRANSPORTER***

This category indicates that your company transports hazardous waste, **not** that you hire someone to transport your waste. An S indicates that you transport waste for yourself only. A C means you transport commercially for other companies. An X means you are a transporter, but have not indicated whether you transport for hire. Federal regulations for transporters are in 40 CFR 263. State regulations are in 329 IAC 3.1 rule 8.

## ***EXEMPT BOILER and/or INDUSTRIAL FURNACE***

If you burn hazardous waste in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100(c), or to recover economically significant amounts of precious metals as described in 40 CFR 266.100(f), mark an X in the box to indicate that you qualify for the smelting, melting and refining furnace exemption. If you burn small quantities of hazardous waste in a on-site boiler or industrial furnace in accordance with 40 CFR 266.108, mark the box to indicate that you qualify for the Small Quantity On-Site burner exemption.

## **USED OIL**

This section indicates the type of Used Oil management activities your facility conducts. Please see the Used Oil guidance document in the appendix for further information on these categories. Federal regulations for used oil are found in 40 CFR 279. State regulations are in 329 IAC 13.

## **UNIVERSAL WASTE**

This section indicates the handler status for universal waste activities. Please see the guidance document in the appendix for further information. Federal regulations for universal waste are in 40 CFR 273. State regulations are in 329 IAC 3.1-16

## **TRANSFER FACILITY**

This section designates the type of transfer facility activity at your facility. Refer to the guidance document in the appendix for further information. Regulations for transfer facilities are in 329 IAC 3.1-8.

## **NORTH AMERICAN INDUSTRIAL CLASSIFICATION CODES (NAICS)**

The NAICS code describes the principal product produced or distributed by your company or the type of services rendered. Consult the list in the appendix to find a code that describes your business.

## **HW CODES**

This section documents the types of hazardous waste your facility handles. It needs to be completed if you are updating your records. It need not be completed if you are submitting this form with the Biennial Hazardous Waste report or the Annual Manifest Report. Please refer to the list in the appendix for codes.

## **COMMENTS**

Enter any additional comments you have regarding this form.



**PURPOSE OF THIS FORM**

Form GM should be used to report hazardous waste generation and on-site management. It documents a) the source, characteristics, and quantity of hazardous waste generated, b) the quantity of hazardous waste managed on site along with the management method used; and c) the quantity of hazardous waste shipped off site for treatment, disposal, or recycling along with the off-site management method used.

**WHO MUST SUBMIT THIS FORM?**

A site required to file the Hazardous Waste Biennial Report must submit Form GM if the site generated RCRA hazardous waste that, during the report year, was accumulated on site, shipped off site for management; and/or managed on site in a treatment, storage, or disposal unit.

**WASTES TO BE REPORTED**

In general, each generated RCRA hazardous waste that is used to determine the site's generator status should be reported on Form GM. A separate Form GM must be submitted for each RCRA hazardous waste at either the waste generating process level, manifest shipment level, or cumulative waste code level. Hazardous waste must be reported if it was:

- ♦ Generated and accumulated on-site and subsequently managed on-site or shipped off-site in 2001;
- ♦ Generated and accumulated on-site in 2001, but not managed on-site or shipped off-site until after 2001;
- ♦ Generated and accumulated on-site prior to 2001 but either managed on-site or shipped off-site in 2001; or
- ♦ Imported from a foreign country in 2001.

RCRA hazardous wastes to be reported include those that were:

- ♦ Generated on-site from a production process, service activity, or routine cleanup;
- ♦ Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity;
- ♦ Shipped off-site, including hazardous waste that was received from off-site (reported on Form WR), and subsequently shipped off-site without being recycled or treated on-site;
- ♦ Removed from on-site storage;
- ♦ Derived from the management of non-hazardous waste;

- ◆ Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual); or
- ◆ Radioactive wastes mixed with RCRA hazardous waste.

### **WASTES NOT TO BE REPORTED**

RCRA hazardous wastes exported directly to a foreign country should not be reported on Form GM. These wastes should be reported via the Annual Report required by 40 CFR 262.56.

Materials and wastes identified by 40 CFR 261.4(a) and (b) and 261.5(c) should not be reported on Form GM. Section 261.4(a) and (b) identify materials and solid wastes that do not qualify as solid or hazardous wastes, respectively. Section 261.5(c) identifies hazardous wastes that should not be included in a site's generator status determination, even if these hazardous wastes were generated at the site. These wastes are as follows:

- ◆ PCB wastes regulated under the Toxic Substance Control Act, as specified in 261.8, unless mixed with a hazardous waste. [40CFR 261.5(c)(1)]
- ◆ Used oil that is recycled and is also a hazardous waste solely because it exhibits a hazardous waste characteristic and is managed under 40 CFR part 279 and/or 329 IAC 13. [40CFR 261.5(c)(4)]
- ◆ Universal wastes managed under 40 CFR 261.9, 40 CFR Part 273, or 329 IAC 3.1-16. [40 CFR 261.5(c)(6)]
- ◆ Spent lead acid batteries managed under the requirements of 40 CFR Part 266, Subpart G, which includes persons who reclaim spent lead-acid batteries that are recyclable materials; persons who generate, transport, or collect spent batteries; persons who regenerate spent batteries; or persons who store them (other than spent batteries that are to be regenerated). [40 CFR 261.5(c)(5)]

**Any hazardous wastes generated during battery reclamation, however, must be reported on Form GM.**

- ◆ Wastes managed immediately upon generation only in on-site elementary neutralization units, wastewater treatment units, or totally enclosed treatment facilities as defined in 40 CFR 260.10. [40 CFR 261.5(c)(2)]  
**Any hazardous waste residues generated from these units, however, must be reported on Form GM.**
- ◆ Materials which are excluded from being a solid waste, e.g., any mixture of domestic septage and other wastes that passes through a sewer system to a publicly owned treatment works (unless they are stored or treated in regulated units prior to being discharged). [40 CFR 261.4(a)]

- ♦ Solid wastes that are excluded from being hazardous waste, e.g., petroleum-contaminated media and debris that fail the test for the toxicity characteristic (waste codes D018 – D043 only) and are subject to the corrective action regulations under 40 CFR 280. [40CFR 261.4(b)]
- ♦ Waste exempt from regulation because the waste has not exited the raw material storage or production unit yet, as specified in 261.4(c). [40 CFR 261.5(c)(1)]
- ♦ Hazardous waste that has been collected as a sample(s) for the purpose of determining its characteristic or composition, as specified in 261.4(d). [40CFR 261.5(c)(1)]
- ♦ Samples undergoing treatability studies, as specified in 261.4(e). [40 CFR 261.5(c)(1)]
- ♦ Samples undergoing treatability studies at the laboratory or testing facility, as specified in 261.4(f). [40CFR 261.5(c)(1)]
- ♦ Hazardous waste that is a specified recyclable material such as ethyl alcohol or scrap metal, as specified in 261.6(a)(3). [40CFR 261.5(c)(1).]
- ♦ A residue of hazardous waste in an empty container or in an inner liner removed from an empty container, as specified in 261.7(a)(1). [40 CFR 261.5(c)(1)]
- ♦ Wastes recycled, without prior storage, only in an on-site process subject to regulations under 40 CFR 261.6(c)(2). [40 CFR 261.5(c)(3)]

### **HOW TO COMBINE AND REPORT SIMILAR WASTES ON ONE FORM GM**

A Form GM should be completed for each generated RCRA hazardous waste at either the waste generating process level, manifest shipment level, or cumulative waste code level. Each of these levels defines how similar hazardous wastes may be combined and reported on one Form GM.

- ♦ *Waste generating process level:* a site may combine one or more RCRA hazardous wastes at the point where the wastes are generated, i.e. hazardous wastes with the same source code, including process wastes and treatment residues.
- ♦ *Manifest shipment level:* a site may combine one or more RCRA hazardous wastes shipped off-site under the same hazardous waste manifest, i.e. hazardous wastes with one or more source code(s) that may be aggregated and shipped together.

- ♦ *Cumulative waste code level:* a site may combine each distinct RCRA hazardous waste, i.e. hazardous waste streams with the same hazardous waste code or the same group of hazardous waste codes with one or more source codes generated across the entire site.

When combining and reporting similar hazardous wastes on one Form GM, please report the predominant source code, i.e. the source code representing the majority of the waste (by volume or weight) being combined and reported on one Form GM.

## **WASTE GENERATED**

### ***BOX A. WASTE DESCRIPTION***

Provide a short narrative description of the waste, citing:

- ♦ General type;
- ♦ Source;
- ♦ Type of hazard; and
- ♦ Generic chemical name or primary hazardous constituents.

Example: "Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene."

In the example, note that the general type (spent solvent), source (degreasing operation in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited.

### ***BOX B: EPA HAZARDOUS WASTE CODE(S)***

Enter the EPA hazardous waste code(s) that applies to the waste reported in Box A. Codes can be found in the appendix. If there are more than five codes, list the extra codes in the Comments section.

### ***BOX C: QUANTITY GENERATED***

Enter the total quantity of the hazardous waste described in Box A that was generated during the reporting year. Right justify the quantity entry. Report the unit of measure in pounds, tons, kilograms, or metric tons.

### ***BOX D: FORM CODE***

Review the form codes in the appendix and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Box A.



### **BOX E: SOURCE CODE**

Enter the source code that best describes how the hazardous waste reported in Box A originated. If the hazardous waste was mixed with other non-hazardous materials, report the source code for only the hazardous waste portion. If you use a source code of G25, you must list a management method code. Source code G25 indicates that this waste was generated from a hazardous waste management system described on a separate Form GM or WR. Enter the same Management Method code from the GM or WR which describes the on-site process system that created the waste stream. See the appendix for a list of codes.

- ▶ *The source codes have been consolidated, regrouped, and merged with the previous origin codes to provide a simpler coding structure. Origin codes have been eliminated altogether since they are implied by the source code.*

### **BOX F: RCRA RADIOACTIVE MIX**

Check the yes box if this waste was mixed with radioactive waste.

- ▶ *If nuclear source, special nuclear, or by-product material (see Definitions section in the appendices) as defined by the Atomic Energy Act of 1954, as amended, is mixed with a RCRA hazardous waste, the material is controlled under RCRA regulation, as well as under the Atomic Energy Act (DOE, NRC, and EPA) regulations, and is to be reported in the Hazardous Waste Report.*

### **WASTE SHIPPED OFF-SITE**

This section requests information on the off-site shipment of hazardous waste. DO report shipments of previously generated hazardous wastes stored until 2001. DO report waste shipped via transfer facility. DO NOT report shipments of decharacterized wastes.

Space is provided to report shipments of the waste to four different facilities. If the waste you reported in Box A was shipped to more than four facilities during 2001, attach a second copy of Form GM, leaving blank all entries except Boxes G, H, and I. In the comments section enter the following comment, "Off-site shipment continued on supplemental page". Number the supplemental page with the same page number as the main page, followed by a letter, i.e. Page 3a, 3b, etc.

**BOX G: RCRA ID OF FACILITY SHIPPED TO**

Enter the 12-digit RCRA Identification Number of the facility to which the waste was shipped. DO NOT create a GM form for hazardous waste shipped directly to a foreign country from this site. You must complete an Annual Report as required under 40 CFR 262.56, no later than March 1 of each year.

**BOX H: QUANTITY SHIPPED OFF-SITE**

Enter the total quantity of the waste shipped to the off-site facility during the report year. Shipment quantities should equal the total quantity recorded on the hazardous waste manifests for this site during the report year, unless there were rejections or other complications. The quantity shipped may not necessarily equal the quantity generated ( some waste may be accumulated on-site). *Report the quantity in the same unit of measure entered in Box F.*

**BOX I: MANAGEMENT CODE**

Enter the management code that best describes the way in which the waste was managed at the receiving facility. See the appendix for a list of management method codes.

**ON-SITE MANAGEMENT**

For each RCRA regulated on-site management system, you must report the management method and the quantity treated, disposed, or recycled on site during the reporting year.

**BOX J: MANAGEMENT CODE**

Enter the code that describes the type of system in which the waste was managed. See the appendix for a list of codes. Space is provided to report two different system types. The space provided for the second on-site system should be used only in the special case of the management of the same waste on-site by more than one process system. Use the second on-site process system only when:

- ♦ A waste is managed in one process system for part of a year and in another process system for the rest of the year; or
- ♦ A waste is managed by two different process systems at the same time, i.e. management of the waste is split between different process systems.

If more than two process systems meet one of the above conditions, attach a second copy of Form GM, leaving blank all entries except Boxes J and K. In the comment section enter the

following comment, “On-site management continued on supplemental page”. Number the supplemental page with the same page number as the main page, followed by a letter, i.e. Page 3a, 3b, etc.

The space provided for the second on-site process system should not be used to report the following:

- ♦ The on-site management of the treatment residual generated from management of the waste by the first management method. Report on-site management of treatment residuals on a separate Form GM.
- ♦ To report treatment in a series of process units. Report only process systems, not process units.

### ***BOX K: QUANTITY MANAGED ON-SITE***

Enter the quantity of hazardous waste described in Box A that was treated, disposed, or recycled by the reported on-site process system type during the report year. *Enter the quantity in the same unit of measure as in Box F.*

Example: A firm generated 100 tons of F002 solvent waste in 2001. Eighty (80) tons were recycled for reuse in a batch distillation process system generating 5 tons of still bottoms. The remaining 20 tons were burned in an industrial boiler.

On-site System #1: Management type code = H020 - distillation  
quantity managed on site = 80 tons.

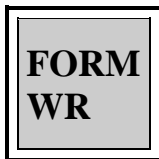
On-site System #2: Management type code = H050 - energy recovery of liquids  
quantity managed on site = 20 tons.

The 5 tons of still bottoms should be reported on a separate Form GM.

### ***COMMENTS***

Use this space to clarify any entries or to make additional comments about this waste stream.





## **WASTE RECEIVED INSTRUCTIONS**

### **WHO MUST SUBMIT THIS FORM?**

A site required to file the 2001 Hazardous Waste Report must submit this form if, during 2001, it received RCRA hazardous waste from off-site.

### **PURPOSE OF THIS FORM**

Form WR identifies hazardous wastes that were received from other hazardous waste sites and the method(s) used to manage them.

### **HOW TO FILL OUT THIS FORM**

You may report waste received from more than one off-site source on the same page of the form. A separate section must be filled out for each hazardous waste received from each off-site handler. Hazardous waste from the same off-site handler may be aggregated as long as a single form code describes the physical form or chemical composition and all of the waste is managed in a single process system (i.e. the same management method code).

If your site received waste from more than three off-site handlers during 2001, photocopy and fill out additional copies of this form. Prior to photocopying enter the site name and RCRA identification number in the space provided. Use the Comments section at the bottom of the form to clarify or continue any entry. Reference the comment by entering the waste stream number and the box letter.

### **BOX A: DESCRIPTION OF HAZARDOUS WASTE**

Provide a short narrative description of the waste, citing:

- ♦ General type;
- ♦ Source;
- ♦ Type of hazard; and
- ♦ Generic chemical name or primary hazardous constituents.

Example "Ignitable spent solvent used as a degreaser in tool production; mixture of mineral spirits and kerosene."

Note that the general type (spent solvent), source (degreaser in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited.

**BOX B: EPA HAZARDOUS WASTE CODE(S)**

Enter the EPA hazardous waste code(s) that applies to the waste reported in Box A. If you need room for additional codes, list the codes in the Comments section and cross-reference the comment. See the appendices for a list of codes.

**BOX C: QUANTITY RECEIVED**

Report the total quantity of the hazardous waste reported in Box A that was received from the off-site handler. If more than one shipment of this waste was received from the handler, add the quantities and report only the sum. Report the unit of measure in pounds, tons, kilograms, or metric tons.

**BOX D: GENERATOR RCRA ID NUMBER**

Enter the 12-digit RCRA Identification Number of the off-site handler from which the waste was received. When waste is accepted from a conditionally exempt small quantity generator the RCRA ID number should be entered as XXCESQG where XX is the state code.

Report all wastes received by your facility from a foreign site that were managed on site. Use the code 'FC' for foreign country followed by the name of the country in the space for the RCRA ID number. Report the name and address of all foreign generators on Form OI.

**BOX E: FORM CODE**

Review the form codes in the appendix and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Box A.

**BOX F: MANAGEMENT METHOD CODE**

Enter the code that best describes the type of process system in which the waste was managed. The code list can be found in the appendices.

**BOX G: RCRA-RADIOACTIVE MIXED**

Check the box if this waste was mixed with nuclear source, special nuclear, or by-product material. If nuclear source, special nuclear, or by-product material (see Definitions section, page 49) as defined by the Atomic Energy Act of 1954, as amended 42 U. S. C 2011 et seq. from the Atomic Energy Act, is mixed with a RCRA hazardous waste, the material is controlled under RCRA regulation, as well as under the Atomic Energy Act (DOE, NRC, and EPA) regulations, and is to be reported in the 2001 Hazardous Waste Report.



## **OFF-SITE IDENTIFICATION INSTRUCTIONS**

### **WHO MUST COMPLETE THIS FORM?**

Sites required to file the 2001 Hazardous Waste Report must submit Form OI if the site received hazardous waste from off-site or sent hazardous waste off-site during the report year.

### **PURPOSE OF THIS FORM**

Form OI serves as a cross reference form for the GM and WR forms to document the names and addresses of off-site installations.

### **RCRA ID NUMBER OF OFF-SITE INSTALLATION OR TRANSPORTER**

Enter the 12-digit RCRA ID number of the off-site installation to which you shipped hazardous waste, from which you received hazardous waste, and for each transporter that was used during the year. Each RCRA ID should appear only once. If the off-site installation did not have a RCRA ID number during 2001, enter "NA" in Box A and note the reason in the Comments section.

### **HANDLER TYPE**

Check the box that describes the handler type for the off-site installation.

### **NAME**

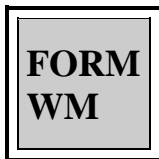
Enter the name of the off-site installation or transporter.

### **ADDRESS**

Enter the address of the off-site generator or TSD. The address need not be entered for transporters.







## **WASTE MINIMIZATION INSTRUCTIONS**

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### **WHO MUST SUBMIT THIS FORM**

Any handler who conducted waste minimization activities during 2001.

### **PURPOSE OF THIS FORM**

Form WM documents waste minimization efforts occurring in the state during 2001.

### **INSTRUCTIONS**

You should report any waste stream which was minimized during 2001. If you minimized waste for more than one waste stream photocopy and fill out additional copies of this form. Prior to photocopying enter the site name and RCRA identification number in the space provided.

#### ***BOX A: WASTE DESCRIPTION***

Provide a short narrative description of the waste, citing:

- ♦ General type; Source; Type of hazard; and Generic chemical name or primary hazardous constituents.

Example: "Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene."

In the example, note that the general type (spent solvent), source (degreasing operation in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited.

#### ***BOX B: WASTE REDUCTION EFFORTS***

Describe any efforts undertaken during the report year to reduce the volume and toxicity of waste generated.

#### ***BOX C: WASTE CHANGES***

Describe any changes in the volume and toxicity of waste actually achieved during the report year in comparison to previous years to the extent such information is available.

## **DEFINITIONS OF WASTE MINIMIZATION**

### ***WASTE MINIMIZATION***

Waste minimization means the reduction, to the extent feasible, of hazardous waste generated and subsequently treated, stored, or disposed. It includes any source reduction or recycling activity undertaken by a generator resulting in: (1) the reduction of total volume or quantity of hazardous waste; (2) the reduction of toxicity of hazardous waste; or (3) both, as long as the reduction is consistent with the goals of minimizing present and future threats to human health and the environment.

Treatment (including burning and incineration) of the waste after it has exited the process is not considered waste minimization activity. The following are examples of activities that should not be reported here as waste minimization:

- ◆ Sending waste off-site for management (other than recycling);
- ◆ Treatment to reduce volume (after the waste exits the process in which it was generated);
- ◆ Treatment to reduce toxicity (after the waste exits the process in which it was generated);
- ◆ Installation of filter press to reduce water content and volume;
- ◆ Installation of equipment to comply with Clean Water Act.

Bankruptcy or reduction in production volume due to economic factors are not waste minimization activities.

### ***SOURCE REDUCTION***

Any practice which: (1) reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, or disposal; and (2) reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants. The term includes equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control. Source reduction does not include any practice that alters the physical, chemical or biological characteristics or the volume of a hazardous substance, pollutant, or contaminant through a process or activity which itself is not integral to and necessary for the production of a product or the provision of a service.

### ***Recycling***

Recycling means the use or reuse of waste as an effective substitute for a commercial product, or as an ingredient or feedstock in an industrial process. It also refers to the reclamation of useful constituent fractions within a waste material or the removal of contaminants from a waste to allow it to be reused. As used in this report, recycling implies use, reuse, or reclamation of a waste, either on-site or off-site, after it has been generated.

## **2001 INDIANA HAZARDOUS WASTE REPORT FORM SUBMITTAL CHECKLIST**

### *LARGE QUANTITY GENERATORS SHOULD SUBMIT:*

- ♦ HANDLER ID FORM
- ♦ GM FORM
- ♦ OI FORM
- ♦ WM FORM (If applicable)

### *TREATMENT, STORAGE & DISPOSAL FACILITIES SHOULD SUBMIT:*

- ♦ HANDLER ID FORM
- ♦ GM FORM (If you are also a large quantity generator)
- ♦ WR FORM
- ♦ WM FORM (If applicable)
- ♦ OI FORM
- ♦ GROUNDWATER MONITORING (If applicable)
- ♦ CLOSURE/POST CLOSURE COST ESTIMATE

### *HAVE YOU:*

- ♦ NUMBERED EVERY PAGE IN YOUR SUBMISSION CORRECTLY (SEE PAGE 8)?
- ♦ RIGHT JUSTIFIED ALL QUANTITY ENTRIES?
- ♦ SIGNED THE CERTIFICATION STATEMENT ON THE HANDLER ID FORM?
- ♦ MADE A COPY OF THE COMPLETED FORMS TO RETAIN WITH YOUR RECORDS?

